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FEDERAL COMMUNICATIONS COMMISSION

Statement of Personnel Policies

1. Introduction

The purpose of this statement is to make clear to all personnel of the Federal Communications Commission--employees, supervisors, Department Heads and staff executives--the personnel policies which have been adopted by the Commission for guiding the conduct of its employee relations.

Executives and supervisors are responsible for making these policies increasingly effective with reference to the employees who report to them. It is the responsibility of the Director of Personnel to develop and promote the uniform observance of all approved policies and procedures governing personnel administration in the Commission.

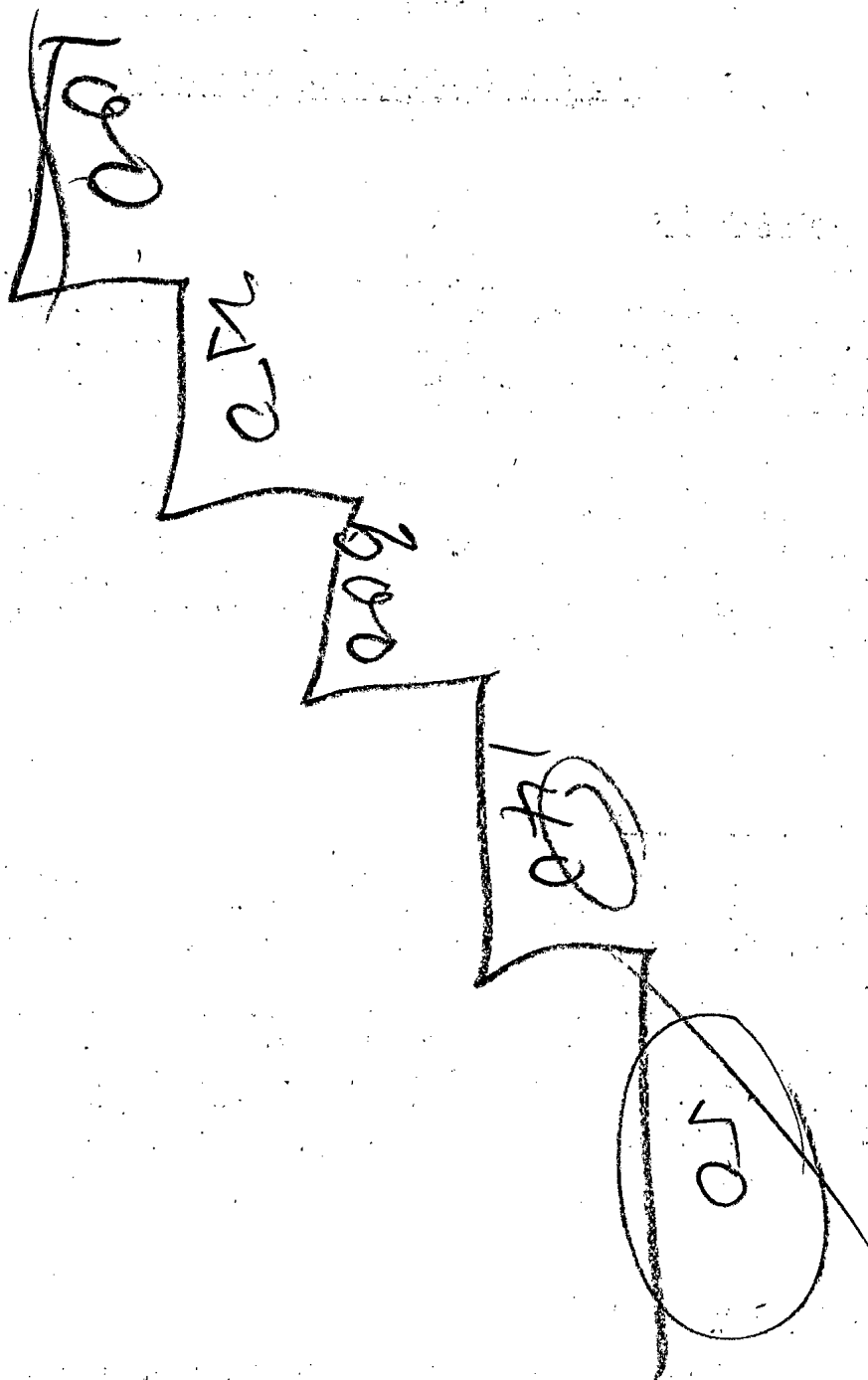
2. Classification

Positions involving duties of equivalent difficulty and responsibility shall be allocated to equivalent salary grades in accordance with the Classification Act of 1923 as amended.

The Director of Personnel shall develop and maintain, in collaboration with the U. S. Civil Service Commission, an overall classification plan for the Commission. The same standards shall apply to all field positions as apply to the allocation of departmental positions as approved by the U. S. Civil Service Commission.

3. Employment

Consistent with Civil Service laws and regulations, all appointments shall be made on the basis of merit and in accordance with the approved qualification standards for the position affected.



Commitments regarding employment will be made only through the office of the Director of Personnel, after all necessary approvals have been obtained.

All vacancies in the Commission shall be filled in accordance with the following sequence of selection:

1. Promotion or transfer of Federal Communications Commission personnel.
2. Reinstatement of former employees.
3. Eligibles certified by the U. S. Civil Service Commission.
4. Other sources as approved by the U. S. Civil Service Commission.

Vacancies shall be filled by the employment of persons from each group in a next lower order number only when their qualifications for the position affected are clearly superior to those of persons of higher order rank.

Not more than one member of the same immediate family (the same household) shall be employed within the same organizational unit in Washington or within the same field office of the Commission except outside the continental United States.

Employees who are called into the military service or other essential war activities of the United States Government shall be restored to duty in their former position or a permanent position of equivalent grade and salary upon completion of such service, provided they are physically and mentally qualified to perform their duties and provided that such positions are existent under appropriated funds.

During the war emergency, no person shall be selected for employment in the Commission who is eligible for military service in accordance with standards prescribed by Selective Service Regulations for Class 1-A, except for temporary assignments.

4. Placement

All employees shall be given careful consideration for promotion, upon the basis of individual merit and qualifications for the position under consideration. Seniority shall be given consideration when other factors are equal.

In order to develop a career service within the Commission, the Director of Personnel shall collaborate with operating executives in promoting appropriate transfers between organizational units of the Commission; for this purpose and for the purpose of being prepared to carry on their operations with the least possible disruption during any emergency, executives and supervisors shall foster a program of up-grading in their respective units in order that they may, in so far as possible, utilize the maximum skills and qualifications of all employees who report to them.

If an employee's highest knowledge and skills are not being utilized effectively in his present position, he may, through appropriate channels (see item 11), request consideration for transfer or promotion to a position in the Commission where he feels he is qualified to make a greater contribution to the war effort, and if such a vacancy is not available within a reasonable length of time, the office of the Director of Personnel will assist him with reference to locating such a position within the Federal service or in an essential war industry.

5. Salary Administration

Administrative salary increases, i.e., pay increases within the salary grade, shall, within the limits of legislation, regulations, and available funds, be based on efficiency and outstanding merit ascertained by a periodic review of the performance records of all employees. Uniform treatment will be accorded like cases of merit in all instances.

No commitments regarding compensation shall be made except through the office of the Director of Personnel, after all necessary approvals have been obtained.

Changes in salary, unless otherwise specifically authorized, shall become effective at the beginning of the payroll period following the date of approval by the Commission, or the date of approval by the Director of Personnel for the Commission, as the case may be.

6. Efficiency Ratings

Efficiency ratings, reflecting a periodic appraisal of employee performance, are the joint responsibility of each employee, his immediate supervisor, and the official next in line of authority.

The Director of Personnel shall assist and advise the executives, supervisors and employees of the Commission with reference to the uniform application of efficiency rating objectives, problems, laws, regulations and methods involved; he shall coordinate procedures affecting efficiency ratings and generally further the use of this tool of sound management as a means of improving performance.

7. Training

Executives and supervisors are jointly responsible for assisting employees to improve their performance and for providing training facilities designed to assure adequate promotional opportunities for all employees under their supervision.

Every executive and supervisor is responsible for developing within his organizational unit an understudy for each employee who: (a) is eligible for military service; (b) may be called to other duties in the interest of the war effort; or (c) may be eligible for reassignment to more important duties, in order that a replacement for such persons may be available immediately upon call.

In cooperation with operating officials, the Director of Personnel shall promote and coordinate effective on-the-job and in-service training programs in the Commission.

8. Safety and Health

Continued effort shall be made to provide healthful, efficient and safe working conditions. To this end, periodic inspection of working conditions shall be made by operating executives, and supervisors shall be responsible for seeing that high quality safety standards are provided and observed.

Employees are granted compensation for injury incurred in line of duty, sick leave with pay, and disability retirement benefits in accord with law and regulations.

9. Voluntary Employee Activities

Subject to the regulations defined by the "Hatch Act", every employee has the right to join or to refrain from joining any lawful organization or association of employees, and no employee of this Commission and no one seeking employment shall be required as a condition of employment, transfer, promotion, or retention in service to join or to refrain from joining any organization or association of employees.

In the exercise of these rights, all employees shall be free from any and all restraint, interference, coercion, or reprisal on the part of associates or supervisors.

10. Employee Counseling

An employee counseling and guidance service of a sound professional level shall be made available by the Director of Personnel to supervisors and employees.

While supervisors and employees are invited to use this personnel service, in all its aspects, as a staff consultative and advisory aid in the solution of personal or group problems, the task of assuring discreet and constructive handling of employee adjustment problems and related questions is basically a line responsibility.

11. Employee Relations--Channels of Communication

It is the policy of the Commission to encourage employees to discuss frankly with their immediate supervisors suggestions, problems, and grievances affecting their individual status and welfare and to receive fair and sympathetic adjustment of such problems promptly.

The Director of Personnel shall advise executives and supervisors on problems of employee relations and he shall assist supervisors and employees in the elimination of causes for grievances; he shall maintain an open-door policy for the Commission whereby any employee, on his own initiative, may present any suggestion, problem, or grievance without being charged with passing over administrative authority. No action will, however, be taken by the Director of Personnel without due regard for appropriate supervisory responsibilities and sound administrative procedure.

Cooperation and mutual respect result from friendly efforts on the part of both supervisors and employees to understand fully all the essential facts in situations that directly affect their work together. Supervisors at the various operative levels shall, within the scope of approved policies, have administrative responsibility to receive and act promptly and fairly upon grievances of employees under their supervision and there shall be delegated to such supervisors appropriate authority to execute this responsibility.

Employees have the right and are expected to make suggestions looking toward the improvement of operations within the Commission and to seek adjustment of any personal problems or grievances they may have. For these purposes the following channels of communication shall be observed:

Step 1 Informal discussion

Unless there are valid and urgent reasons for doing otherwise, an employee shall first take up his suggestion, problem, or grievance in an informal and frank discussion with his immediate supervisor. Every effort should be made to solve the problem at this stage.

Step 2 Memorandum to supervisor

If within 7 days after discussing a problem as suggested in Step 1 the employee has not received satisfactory remedial action he may address a memo to the supervisor next in line of authority setting

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forth his suggestion, problem, or grievance and include a brief summary of the informal discussion with the immediate supervisor.

Step 3 Statement to Department Head

If within 7 days after carrying out Step 2 no satisfactory remedial action has been taken, the employee may address a statement to his Division or Department Head, accompanied by a copy of the memo previously submitted in Step 2.

Step 4 Appeal to Commission

If within 7 days after carrying out Step 3 no satisfactory remedial action has been taken, the employee may address an appeal to the Director of Personnel, attaching copies of memos indicated in Steps 2 and 3 above. The Director of Personnel, in cooperation with Department Head affected, is authorized to act for the Commission, provided no new policy is involved, or to refer the action to the Commission for final decision if a new policy is involved.

Step 5 Disposition of the Case

The employee shall be notified promptly of any action taken in Steps 1, 2, 3, or 4. In every instance, copies of all required memos, the final adjudication, and other pertinent data shall be forwarded to the Personnel office by the operating executive or supervisor last concerned for inclusion in the employee's personal history file.

If an employee has any further question with reference to how best to secure an adjustment of his problem or grievance, he is urged to discuss the matter with the Director of Personnel.

The policy and channels of communication outlined above are intended to give full consideration to all facts involved; to provide for expeditious adjustment of employee grievances; and, finally, to promote the best functioning of the Commission by fostering conditions that contribute to the continuance of high employee morale.

12. Separations

Continued employment in the Commission shall be dependent upon efficient and loyal service. Lay-offs and reduction of staff

shall be made in accordance with Civil Service regulations. Seniority will be given consideration when other factors are equal.

All terminations of employment shall be submitted to the Director of Personnel, in advance of any direct notice to the employee, for necessary clearances and approvals prior to the separation of an employee from the service. Notice of any termination of employment should be given to the Personnel office as far in advance as possible.

A program of exit interviews shall be maintained by the Personnel office to facilitate the Commission's search for the causes of personnel turnover.

To the end of insuring a uniform policy during the war period as to the essentialness of work of employees in the Commission, all releases from employment shall be made through the office of the Director of Personnel

13. Leave and Attendance Control

Employees are granted sick leave and annual leave with pay, consistent with law and regulations, but no advance leave shall be given beyond the accumulated retirement fund of the employee.

Overtime in excess of the 48-hour work-week shall be compensated for, when possible, by compensatory time off during the current or succeeding week, or in any event within 90 days. No overtime compensation may be paid for employment in excess of the 48-hour work-week unless the working of the extra time is officially ordered or approved in advance by the Department Head affected, after clearance with the Director of Personnel. Duty in excess of 8 hours on any work day will not be ordered or approved so as to constitute the basis for overtime pay except in most unusual cases. Short periods of overtime, such as are ordinarily required in the regular performance of duties, will not constitute a basis for the payment of overtime compensation.

In view of the extended work-day and work-week adopted for the war period, in accordance with Federal policy, executives and supervisors of the Commission shall take a liberal attitude toward granting employees short periods of leave for the conduct of personal business, provided that such leave be taken at times that will not jeopardize work and usually on days other than Saturday

14. Procedures, Forms, Records and Reports

Manuals of current personnel procedures shall be provided by the Director of Personnel for all supervisory personnel as a guide to uniform interpretation of personnel policies and practices. Supervisors are responsible for making these policies, procedures, and standard personnel practices effective and for making significant information related thereto available to employees under their immediate jurisdiction.

Central personnel records shall be maintained by the office of the Director of Personnel in order to facilitate administrative actions. Employee records are confidential and shall be released only to properly authorized officials having immediate or administrative jurisdiction over employees affected or to supervisors considering those employees for transfer. \

15. Personnel Planning and Research

Research shall be carried on, so far as practicable, for the continuous improvement of the Commission's personnel policies and practices.

Amendments to Policies

Amendments to these policies will be made from time to time as the need requires.

Employees are invited to initiate suggestions at any time with reference to the improvement of these policies. These suggestions should be made to the employee's immediate supervisor or they may be addressed to the Commission through the Director of Personnel.

